

# Your First and Last Name

Richmond, VA  
email@gmail.com | 777-777-7777

## EDUCATION

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*James Madison University (JMU)*, Harrisonburg, VA  
Bachelor of Science in Political Science  
Overall GPA: xx

May 20XX

## STUDY ABROAD

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**Student**, *JMU Study Abroad*, Salamanca, Spain

Sept 20XX - Dec 20XX

- Immersed in the Spanish culture in a faculty-led abroad program by taking Spanish language courses, exploring Spanish landmarks, and building relationships with locals.

## GOVERNMENT EXPERIENCE

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**Legislative Intern**, *Virginia General Assembly*, Richmond, VA

May 20XX - Aug 20XX

- Assigned to VA House of Representatives Criminal Justice Committee Chairman Molly O'Donnell through the Tennessee Legislative Internship Program.
- Prepared over 250 documents tracking bills and amendments proposing changes to the Virginia Code Annotated for the House Representatives Criminal Justice Committee.
- Recorded and responded to over 500 constituent inquiries regarding proposed bills, unemployment claims, and policy positions for State Representative Molly O'Donnell.
- Oversaw communications by drafting 3-4 social media posts per week and Rep. O'Donnell's weekly newsletter to inform constituents about the General Assembly's proceedings.

**Communications Intern**, *Molly O'Donnell for Congress*, Richmond, VA

Aug 20XX - May 20XX

- Monitored local and national media by alerting the campaign to breaking news after any changes occurred.
- Created weekly campaign communications including social media posts and press releases.
- Organized and presented weekly news briefings for the candidate, senior staff, and consultants to showcase important events from the week.

## COMMUNITY EXPERIENCE

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**Educator**, *People of Ukraine Foundation*, Harrisonburg, VA

Dec 20XX - Present

- Aid full-time staff in leading and creating lesson plans for teaching English and computer courses to groups of 5-10 Combat Veterans of Ukraine.
- Express empathy, patience, and inclusion while working with veterans who commonly struggled with PTSD or other mental illnesses.
- Teach groups of 2-8 Ukrainian refugee children the English language through interactive and engaging music, art, and literature lessons.

## CAMPUS INVOLVEMENT

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**President**, *JMU Debate Team*, Harrisonburg, VA

Jan 20XX - Present

- Plan and lead weekly team meetings to discuss current events, debate previously chosen topics, and assign positions and topics for the next week's debate practice.
- Ensure all 16 members demonstrate knowledge of proper debate rules and conditions by strictly enforcing debate rules during practices.
- Attend the yearly Madison Cup tournament at JMU in which one two-person team presents a public debate in front of an audience of 20-500 people depending on the round.